



We have an opening at the Jewish Community Center for **Maintenance III: Maintenance Supervisor** to join our Building and Grounds team.

This position can expect to work primarily at our Creve Coeur location, and, on occasion, at our Chesterfield location. This is a full-time position eligible for our benefits package which includes: medical, dental, life, ad&d, and long-term disability insurances, voluntary insurance options, paid vacation, sick and holiday time, company paid pension and 403b for retirement, dependent care flexible spending account, health savings account, complimentary membership at the J and program discounts. We have onsite fitness, aquatics, early childhood education centers and adult day center (Creve Coeur only), complimentary parking, and much more at our multi-faceted facilities.

The schedule for this position is:

Sunday- Thursday 5:00am to 1:30pm

Friday and Saturday---days off

Summary:

Under the supervision of the Director, Building and Grounds and or Senior Director, Facilities, responsible for the maintenance and repair of equipment, grounds, buildings, and structures, for the direction of the work of the general building trades craftsmen, and for the direction of open job work orders.

Essential Functions:

- Assign, direct, coordinate and be responsible for the work of all employees, either directly or through the lead employees as the case may require.
- Establish standards and program for maintenance of buildings and structures.
- Establish working schedules and be responsible for direction of work in the execution of maintenance and modernization programs.
- Supervise repairs, replacements, additions, and alterations of physical plant and departmental equipment when executed by employees and/or outside contractors.
- Responsible for operation of physical plant and departmental equipment. Works side by side with staff to ensure smooth operations.
- Prepare and maintain service drawings and maps.
- Prepare estimates and budgets.
- Maintain written records.
- Act as Operation Supervisor when necessary, overseeing room set up and custodial duties.
- Be responsible for reports on purchases, deliveries, maintenance, and expenditures.
- Issue requisitions and work orders. Position requires completion of some work orders directly, assigning some to staff and coordinating some to outside contractors as appropriate.
- Cooperate with other divisions of the Building and Grounds staff.
- Follow up all phases of departmental work as assigned.
- Schedule proper routine building maintenance.
- Perform related duties as assigned by the Director, Building and Grounds or Senior Director, Facilities.

Qualifications:

- High School Diploma/GED required; Related College or Technical degree preferred.
- Thorough knowledge of building codes, shop practice, and engineering design.
- Knowledge of building construction methods, materials, and equipment.
- Demonstrated supervisory experience of employees in a maintenance or related department.
- Must possess strong written and verbal communication skills

- Must have the ability to effectively collaborate and communicate with other JCC staff, lay leaders and customers.
- Five years of experience in construction and maintenance of industrial, public, or institutional buildings, two years of which must have been in a supervisory capacity.
- Three to five years of experience in electrical (110,220,440), plumbing, carpentry, HVAC, and general repair are required.
- Current MO Class E Chauffeurs license is required for use of Agency vehicles. Must obtain within 30 days of employment if do not currently have.
- Demonstrated proficiency using Microsoft Office Suite (Word, Excel, Outlook)
- Current CPR and First Aid certification; must be able to obtain if not current. Training will be provided.
- Able to read and understand written material and instructions
- Able to write detailed repair reports
- Able to hear bearing and motor noises.
- Able to lift objects not to exceed 80 pounds.
- Able to climb and work with the use of a ladder up to 25 ft in elevation.
- Able to work inside and outside in all types of weather.

An offer of employment for this position is contingent on passing of pre-employment physical, drug test, background and motor vehicle records checks. Position is part of our ongoing random drug testing pool.

To learn more about the J, please see our website: www.jccstl.org

To apply for this position, please submit your cover letter, resume, and completed J application to careers@jccstl.org . Please be certain to place the name of the position you are applying for, "Maintenance III: Maintenance Supervisor", in the subject line of your email. The J's application is available for printing from the employment section of our website. Please note this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.